



Vaccine Ordering Management Systems (VOMS)

User Guide

October 13, 2011

Ordering Vaccine in ASIIS

Step 1: On the left hand side of your screen, click on the **Orders/Transfers** then **Create/View Orders** button. The following screen will appear:

The screenshot displays the ASIIS web application interface. On the left is a navigation menu for the Arizona Department of Health Services, with 'Orders/Transfers' highlighted and its sub-items 'Alerts', 'Create/View Orders', 'Search History', and 'Cold Storage' listed below it. The main content area shows a 'Current Order/Transfer List' with sections for 'Inbound Orders', 'Backordered Orders', 'Denied Orders', 'Inbound Transfers', 'Outbound Transfers', and 'Rejected Transfers', each with a table of data. At the bottom right, a 'Create Order' button is circled in red, with an arrow pointing to it from the 'Step 2' instruction. The top of the page shows the user is logged in as 'AMY SMITH' and the date is 'October 13, 2011'. The version '5.11.7.0' and the 'STC' logo are at the bottom left.

Arizona Department of Health Services

Logged in: AMY SMITH
IRMS: ABC CLINIC (10146)

Date: October 13, 2011

Current Order/Transfer List

Inbound Orders

Select	Order Number	PIN	Submit Date	Approval Date	Status
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Backordered Orders

Select	Order Number	PIN	Submit Date	Backorder Date
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Denied Orders

Select	Order Number	PIN	Submit Date	Denial Date
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Inbound Transfers

Select	Transfer Number	PIN	Submit Date	Sending IRMS/Facility
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Outbound Transfers

Select	Transfer Number	PIN	Submit Date	Receiving IRMS/Facility
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Rejected Transfers

Select	Transfer Number	PIN	Submit Date	Receiving IRMS/Facility	Reject Date
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Navigation Menu:

- Main
 - Home
 - Logout
 - Select Facility
- Favorites
- Patient
- Vaccinations
- Physicians & Vaccinators
- Lot Numbers
- Orders/Transfers**
 - Alerts
 - Create/View Orders
 - Search History
 - Cold Storage
- Reports
- Settings
- Reminder Recall
- Exports
- Scheduled Reports
- Job Queue
- Change Password
- Help

Version: 5.11.7.0

STC

Create Order

Step 2: Click on the **Create Order** button.

Step 3: For each vaccine, enter **Doses Used Last Month**, **Physical Inventory**, and **Order Quantity** as demonstrated in the picture below:

Order Schedule:

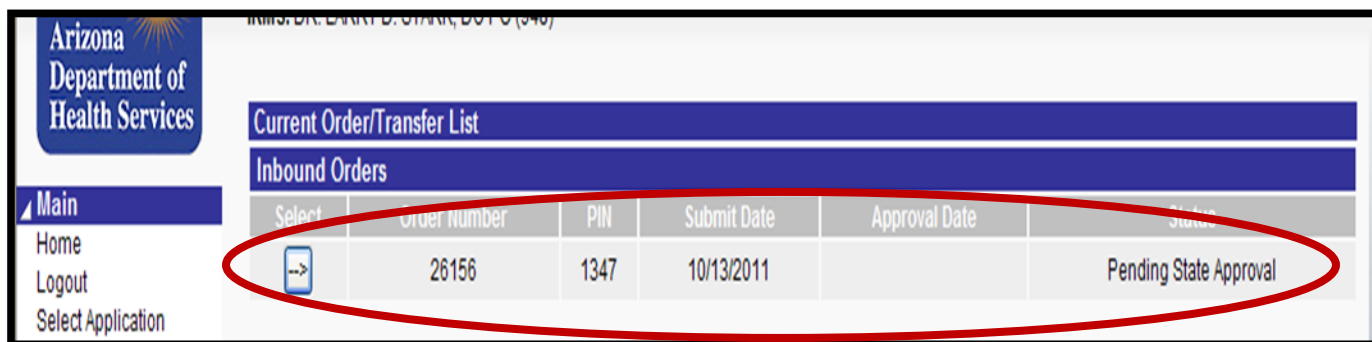
Vaccine	Description	Dose Used Last Month	Physical Inventory	Recommended Quantity	Order Quantity	Urgent	Priority Reason	Comments
DTaP	INFANRIX 10PK 1 DOSE VIALS	20	0	0	20	<input type="checkbox"/>	--select--	
DTaP/Hep B/IPV	PEDIARIX 5PK 1 DOSE SYRINGE	10	5	0	10	<input type="checkbox"/>	--select--	
Hep A 2 dose - Ped/Adol	HAVRIX 10PK 1 DOSE VIALS					<input type="checkbox"/>	--select--	
Hep B Ped/Adol - Preserv Free	ENGRIX 10PK 1 DOSE VIALS	15	2	0	0	<input type="checkbox"/>	--select--	
Hib--PRP-OMP	PEDVAXHIB 10PK 1 DOSE VIALS					<input type="checkbox"/>	--select--	
Hib--PRP-T	ACTHIB 5PK 1 DOSE VIALS	50	50	0	0	<input type="checkbox"/>	--select--	
HPV, quadrivalent	GARDASIL 10PK 1 DOSE VIALS					<input type="checkbox"/>	--select--	
IPV	POLIO 10 DOSE VIALS					<input type="checkbox"/>	--select--	
Mening. (MCV4P)	MENACTRA 5PK 1 DOSE VIALS					<input type="checkbox"/>	--select--	
MMR	MMR 10PK 1 DOSE VIALS					<input type="checkbox"/>	--select--	
MMR/Varicella	PROQUAD 10PK 1 DOSE VIALS					<input type="checkbox"/>	--select--	
Pneumococcal (PPSV)	PNEUMOVAX23 10PK 1 DOSE VIALS					<input type="checkbox"/>	--select--	
Rotavirus, monovalent RV1	ROTARIX 10PK 1 DOSE VIALS					<input type="checkbox"/>	--select--	

NOTE: You must enter **Doses Used Last Month** and **Physical Inventory** whether you are ordering the vaccine or not.

Step 4: Click on the “**Submit Order**” button:

Td (Adult)	DECAVAC 10PK 1 DOSE VIALS					<input type="checkbox"/>	--select--	
Tdap	ADACEL 5PK 1 DOSE SYRINGES					<input type="checkbox"/>	--select--	
Tdap	BOOSTRIX 10PK 1 DOSE VIALS					<input type="checkbox"/>	--select--	
Tdap	BOOSTRIX 5PK 1 DOSE SYRINGES					<input type="checkbox"/>	--select--	


Step 5: The following screen will appear indicating your order has been sent to the state and is pending state approval.



Arizona Department of Health Services

Current Order/Transfer List

Inbound Orders

Select	Order number	PIN	Submit Date	Approval Date	Status
	26156	1347	10/13/2011		Pending State Approval

NOTE: Common Reasons for Denied Orders:

- ✓ Bad temperature logs
- ✓ Ordering too frequently (**more than once per month**)
- ✓ Not faxing **Temperature logs, VFC Eligibility and KidsCare Accountability** forms before placing your order (**1 day prior to ordering and they have to be up-to-date**)
- ✓ Inventory not reported for all VFC Vaccine received

NOTE: Remember to inactivate expired vaccines when doing your reconciliation in ASIIS

Adding Vaccine to Your Inventory

Step 1: On the left hand side of the page, click on **Orders/Transfers** and then click on **Create/View Orders**

The screenshot shows a web application interface for vaccine management. On the left is a vertical navigation menu with the following items: Main, Favorites, Patient, Vaccinations, Exec. Dashboard, IRMS, Facilities, Physicians & Vaccinators, Lot Numbers, **Orders/Transfers** (highlighted with a red circle), Alerts, Create/View Orders (highlighted with a red circle), Search History, Cold Storage, Reports, Settings, CASA Export, Reminder Recall, Imports, Exports, HEDIS, and Scheduled Reports. The main content area displays several tables under the heading 'Inbound Orders':

Select	Order Number	PIN	Submit Date	Approval Date	Status
	25944	0008	10/11/2011	10/12/2011	Approved

Below this are sections for 'Backordered Orders', 'Denied Orders', 'Inbound Transfers', 'Outbound Transfers', and 'Rejected Transfers', each with a table structure. At the bottom right are two buttons: 'Create Order' and 'Create Transfer'.

Step 2: Select the approved order by clicking on the **arrow** under the **"Inbound Orders"** heading:

This screenshot shows the same interface as the previous one, but with the 'Arizona Department of Health Services' logo at the top left. The 'Inbound Orders' table is visible, and the arrow icon in the 'Select' column for the first row (Order Number 25944) is circled in red, indicating it should be clicked.

Adding Vaccine to Your Inventory

Step 3: Enter the **Receipt Quantity**, **Rejected Quantity**, **Lot Number** and **Expiration Date** for each vaccine and then click on the **Receive** button:

Shipped Quantity	Receipt Quantity	Rejected Quantity	Vaccine	Manufacturer	Lot Number	Expiration Date	Reason for rejecting
40	40	0	Pneumococcal, PCV-13	WYETH-AYERST-	abc1234	01/01/2013	--select--
70	70	0	HPV, quadrivalent	MERCK-MSD	aabb50213	01/01/2013	--select--
10	10	0	Rotavirus, pentavalent RV5	MERCK-MSD	cab1414		--select--
50			DTaP/Hib/IPV	--select--			--select--
50			Mening. (MCV4P)	--select--			--select--
100			Hep A 2 dose - Ped/Adol	--select--			--select--
20	0	20	Varicella	MERCK-MSD			Shipment is incomplete
40			DTaP	--select--			--select--
10			MMR	--select--			--select--

Cancel Receive

Note: The Varicella vaccine can take from **4-6 weeks** to receive. Because of this, you may receive all other vaccines first. When accepting your order in ASIIS you want to put **0** in the **Receipt Quantity**, the amount you ordered in the **Rejected Quantity** and in the **Reason for Rejecting** drop down you will select “**Shipment is Incomplete**”. When you finally receive your **Varicella** vaccine, repeat **Step 3** to accept.

Please fax your temperature logs, VFC Eligibility and KidsCare Accountability form before you submit your VOMS order.